

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 19th June 2017

Directors Present: Jenny Parker (Chair), , Caroline Hughes, John Pierce, Sandra Trim, Ruth Drewett, Rick Longfoot, Richard Lloyd, Pete Ryley , Kevin Harrison

Others: Val Baker

No.	Subject	
1.	<p>Open Session: Representative from Story Slingers (and Poetry Group) Richard Foreman gave a brief introductory talk about the creative writing group 'Story Slingers'. Writing tasks set and shared at 2 x monthly meetings, also general meeting to share work writers are currently involved in. Interest in the group but need to encourage new members currently 3 main members. A core group of 6 – 8 would be good. Richard expressed desire to advertise for new members through the newsletter. KH mentioned that this would be easily achieved in next newsletter. Richard enjoys creating posters for advertising events etc. Becky is the main contact.</p>	
2.	<p>Apologies for absence: Amber Harrison, Sue Cadmore, John Cadmore</p>	
3.	<p>Approval and signing of minutes: Minutes of the last meeting were approved and signed.</p>	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none">• Purchase of tables has been postponed.• VB tried to research upholstery for seats, waiting for contacts to contact her. Ongoing. RLL mentioned that there may be seats in storage that could be swapped for damaged seats.• AH has created flyer for Raise the Roof Appeal• Message regarding booster seats now on ticket and website. Box office volunteers to try to remember to mention limited no. of booster seats. JP to send message to inform them.• 8. Open Day was fairly well attended by members of the Arts Centre and a few members of the public. Shaftesbury town was very empty. 2 new members signed up. Sophie has been thanked for her work. Food festival weekend suggested for next year.• 9. Price of ice cream rose to £2• JP is willing to have a BBQ at her house at next directors meeting and invite Chris and Mike who are retiring from FOH duties. 17th July 2017 at 6:30pm.• 9. Not Chamber of Trade but 'Shaftesbury and District Chamber of Commerce.'	JP
5.	<p>Treasurers Report:</p> <p>PR presented the Treasurers Report Overall picture reasonably good. Surplus remains at between £20,000 and 25,000. PR answered questions regarding the pie charts. Various fund raising events have been happening but these seem to have become less during the year. SAC received an anonymous donation of £3,000 in June. PR attended the Music and Drama group to talk about budgets.</p>	

	PR also talked with them about forms that are submitted to request show budgets. M&D members felt they were overly complicated and PR suggested ways it could be simplified. PR demonstrated this to the Board. Discussion ensued regarding accuracy of estimates presented and difficulties surrounding this.	
6.	Raise the Roof project: Progress Report We are waiting to see if we receive money from Arts Council. Hoping to receive 4 tenders for building work by 23 rd June.	
7.	Reports Report received from KH: Membership is very stable. Music and Drama strong plea for a team to put flyers/posters around town i.e. swimming pool, shops and cafes to advertise events. KH to ask for volunteers on website. RL suggested offering 'early bird' ticket prices to encourage people to buy tickets early. Clarification needed to establish age limits for free membership for children and students in the newsletter. VB presented Room Hire report. Profit for January was £965 , February :- £1, 395.00, March stands at £2,707.50 and £ 753.50 for April Live Feed: ongoing, will be established after the new build. Awaiting dimensions . Gallery: JP summarised report. Kate would like Directors to authorise fitting of new light in Gallery and to obtain a fridge for Gallery use. Directors agreed. CH would like to have an A frame to advertise events in the Gallery. JP suggested having 2 matching A frames to advertise other events. JP asked CH for an estimate , CH to email the estimate.	KH AH
8.	Raise the Roof Thank you very much to Amber for creating flyer requesting funds for Raise the Roof. Directors comments:- Issues noted include, the amount of information required regarding Credit Cards to be sent through the post. Option needed to be able to set up a monthly donation. Options needed to contribute a greater range of donations. E.g. £5 to £1000. Needs to mention 'Gift Aid' Raise the Roof logo needs a different strapline as we are not just replacing the roof. 'Helping the Arts Centre Centre develop for the future' To communicate clearly that we have gained the grant and establish the need for match funding	JP
9.	Chairman's business Coffee machine is being used more. Flags Bunting :- has anyone seen Jenny's bunting?	
	AOB Watering:- Discussion ensued regarding practicalities of watering flower boxes. VB suggested getting a hose to connect to downstairs tap. Fire Safety:- Insurers visited with survey team. PR felt that we couldn't give them the documentation that they asked for. Since then PR has contacted the relevant people. He showed Fire Safety Risk Assessment which needs updating. There are some actions needed. Discussion ensued regarding different aspects of Fire Safety. PR will ensure we are up to date as soon as possible. Programme needs some proviso in programme to cater for the fact that building work will impact on planned future events. Directors felt that it would effect the programme for next Spring and Summer 2018 not the one commencing in September 2017.	JP
10.	Date of Next Meeting Monday 17th July at 4 Boyne Mead 6.30pm	

